COMPLIANCE INSPECTION AUTOMATION
PALMTOP ACE MODULE SPECIFICATIONS

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Navy Environmental Leadership Program
Commander, Navy Region Southwest

Submitted by:

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Introduction

This document provides performance specifications and describes the required functionality of a palmtop compliance inspection tool. It is intended to provide a programmer or developer with sufficient guidance to begin development of a palmtop module. The development and demonstration of a palmtop compliance inspection tool is the second phase of a Compliance Inspection Automation project sponsored by the Commander, Navy Region Southwest (CNRSW) Navy Environmental Leadership Program (NELP).

The first phase of this project involved an evaluation of different compliance auditing software systems. The results of this evaluation were presented in a *Compliance Inspection Automation Software Evaluation Report* dated September 21, 1999. In addition to the software evaluation, the report discussed current methodology used to conduct and document compliance inspections. The report recommended using the Automated Compliance Evaluation (ACE) System, and developing a palmtop module to reduce data entry requirements.

PalmACE is intended to be a module of the ACE System that operates on a palmtop computer running the Palm OS™ operating system. The primary objective of PalmACE is to allow CNRSW Compliance Inspectors to conduct and document compliance inspections in the field while minimizing data entry to the greatest extent practicable. Inspection data will then be downloaded to ACE 4.0 to take advantage of the system's reporting, trend analysis, and data management capabilities.

System Administration

To minimize data entry, PalmACE will employ "pick lists" to the greatest extent possible. Users, or preferably a designated system administrator, will develop and maintain data tables in ACE 4.0 on a desktop computer. A discussion of the data tables to be maintained in ACE 4.0 is presented later in this document.

Inspection checklists will also be maintained in ACE 4.0. Because of the limited screen size of palmtop devices, no attempt should be made by checklist developers to make the checklists into complete sentences. The checklist questions should be as similar as possible to the hardcopy Inspection Checklists currently in use. The current inspection checklist contain questions that require information rather than a Yes/No response. Questions must also be developed for these information questions such as "Type of Coating Used," or "Type of Application Equipment." Additionally, a question must be provided in each checklist to allow inspectors to record any general remarks or observations similar to the "Emerging Requirements" questions in ACE 4.0.

It is anticipated that checklist and table maintenance activities should only have to be accomplished initially, and as checklists, building information, and inspectors change.

The Inspection Process

Prior to conducting an inspection, users will upload ACE 4.0 data onto their individual palmtop, including the most current checklists and data tables. Eventually, users will be able to upload the results of previous inspections to have as a reference in the field. Users will only have to upload data when the table and/or checklists are modified.

Users will then go into the field to conduct and document inspections. An important objective of the palmtop-assisted inspections is to eliminate the need for Inspectors to take

hard copies of checklists into the field. A description of how PalmACE should function during an inspection, including screen views, is provided later in this document.

Upon completion of inspections, users will download inspection results into ACE 4.0 using a synchronizing device such as the HotSync Cradle. Because ACE 4.0 can run over a network, users can download data at any computer that has a HotSync Cradle and access to the network. The table below shows the common fields between PalmACE and ACE 4.0.

PalmACE Field	Field Type	ACE 4.0 Field
Inspection Date	Formatted Date (MM/DD/YY)	In-brief Date, Out-brief Date
Agency	Pull Down Pick List	Create A Field in ACE
Inspector Name	Pull Down Pick List	Evaluator
Base	Pull Down Pick List	Installation
Command	Pull Down Pick List	Command/Tenant
Building	Pull Down Pick List	Building Number
Checklist Question	(Set Field Updated From Within ACE).	Checklist Question
Response	"YES" and "NO" radio buttons	Response Field
Deficiency Description	Pull Down Pick List	Deficiency Description, Deficiency Type
Comments	Free Response Section	If response is YES, contents of comments field will be added to comments field in ACE 4.0. If response is NO, Comments will be appended to the predefined deficiency selected above.

Notes:
1. The purpose of the Agency field is to denote when a regulatory agency conducts an inspection. The default for this field should be "None."
2. "Yes" and "No" should be the only responses in PalmACE ("Not Applicable" and "Not Reviewed" are not really appropriate).
3. The Deficiency Description field in PalmACE should be linked to the Deficiency Type field in ACE so that selection of a deficiency off the pulldown list should automatically fill the Deficiency Type field in ACE. This link currently exists in the Matrix Compliance Inspection Database developed by the CNRSW Compliance Teams.

Required Modifications to ACE 4.0

Building Information

The CNRSW Compliance Inspection Program is organized, scheduled, and conducted by building. The existing Building/Unit field in ACE 4.0 must be modified from a free response field to a validated "pick list" field. On the main screen of ACE, an additional File menu item must be added to allow users to create building numbers and enter building-specific information similar to the "Command/Tenant" and "Evaluator/POC" screens.

A "Building" screen should be provided to allow users to enter inspection information relevant to the building, including:

- Building POC and phone number
- Inspection Checklists to be used (selected from a pick list)
- Frequency of Inspection (Quarterly, Monthly, Weekly)
- Permit information for equipment located in the building (including permit number, facility, issuing authority, equipment name, expiration date, and permit holder/owner)
- A brief description of operations in the building to be inspected.

All of the aforementioned information is currently being tracked in two separate Excel spreadsheets entitled "Naval Station HMMD Permits" and "Schedule of Compliance Inspections." Examples of these are provided in the Appendix.

Predefined Deficiency Descriptions

The primary goal of developing a palmtop compliance tool is to reduce the data entry burden on Inspectors. Having predefined pick lists of common deficiencies is an essential function of PalmACE. This is especially important given the difficulty of data entry on a palmtop.

The inspection checklists used by the Compliance Teams are grouped by the following media: Air, Hazardous Waste, and Water (including USTs). Most of the checklists in a given media have common questions. The Matrix Compliance Inspection Database developed by the CNRSW Compliance Teams contains a separate table of deficiencies for each media, and this approach is recommended for PalmACE. Also, each deficiency should be assigned a deficiency class (similar to the Deficiency Type field in ACE). A list of predefined deficiencies and corresponding deficiency classes from the Matrix is provided in the Appendix.

The predefined deficiencies correspond to the checklist questions. As checklists and questions change, the predefined deficiency descriptions will also change. ACE allows users to add, delete, and modify checklist questions. Users should be given the ability to add, delete, or modify the predefined deficiency descriptions rather than "hard coding" tables into the program.

Upload/Download Functions

ACE 4.0 must be modified to provide the ability to upload checklists, data tables, and previous inspection results prior to inspections, and to download inspection results after inspections. The Download function also should allow users to remove inspection results from the palmtop. The Upload and Download functions could be added to the existing Import and Export Functions in ACE 4.0.

Additional Reports

To take advantage of the new features of ACE, some existing reports will have to be modified and new reports created. The existing Evaluation Out-brief report should be modified to allow the user to sort and select records by Building Number and Inspector.

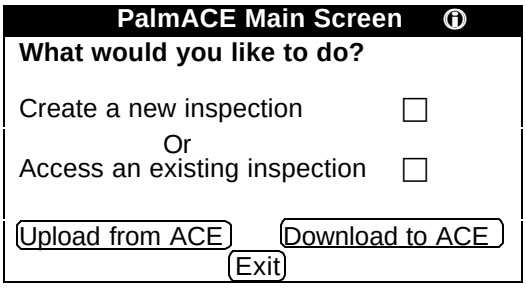
The Compliance Teams must be able to track the progress and completion of inspections. A report that displays information shown on the Schedule of Compliance Inspections is needed. Also, a Compliance Deficiency Notification report is needed. A copy of a Schedule of Compliance Inspections and a Compliance Deficiency Notification are provided in the Appendix.

PalmACE Screens

At the time of this writing, it is anticipated that the screens in PalmACE will be developed using Satellite Forms by Puma Technology.

Screen #1 – Main Screen

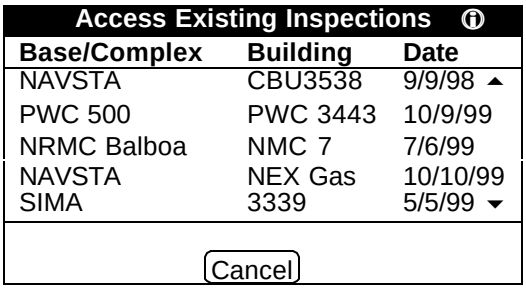
This screen allows users to select one of two actions: create a new inspection or access an existing inspection.



Notes:
1. Selecting "Create a new inspection" takes the user to Screen #3 – Create New Inspection.
2. Selecting "Access an existing inspection" takes the user to Screen #2 – Access Existing Inspections.
3. The "Upload" and "Download" buttons may not be necessary as these function will probably be controlled from the desktop computer during synchronization.
4. The Information Screen (ⓘ) may not be necessary. It might provide general help information or NELP/developer acknowledgements.

Screen #2 – Access Existing Inspections

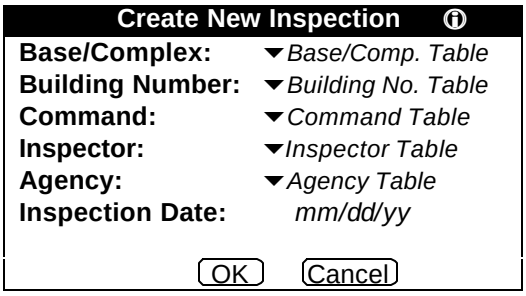
This screen provides a list of inspections that have either been uploaded to or previously created on the palmtop. Prior to an inspection, the Inspector should be able to load previous inspection results for a given building or buildings from ACE 4.0. This screen should allow Inspectors to either view (but not modify) previous inspections uploaded from ACE 4.0 or access and modify inspections previously created but not downloaded to ACE 4.0.



Notes:
1. The Information Screen (ⓘ) should read "This screen allows you to access existing inspections. Inspections that have already been downloaded to ACE cannot be modified."
2. Users select the inspection by tapping on the screen. There is no "OK" button.
3. Selecting "Cancel" returns the user to Screen #1 - Main Screen

Screen #3 – Create New Inspection

CNRSW Compliance Inspectors will typically inspect three or four buildings in a given day. Although an inspection schedule has been established, this schedule is subject to change based on a number of factors, including Inspector or Building POC availability, and regulatory agency surprise inspections. To maintain flexibility, users must be able to set up or create new inspection events "in the field" rather than creating them on a desktop computer in ACE 4.0 and uploading to the palmtop.

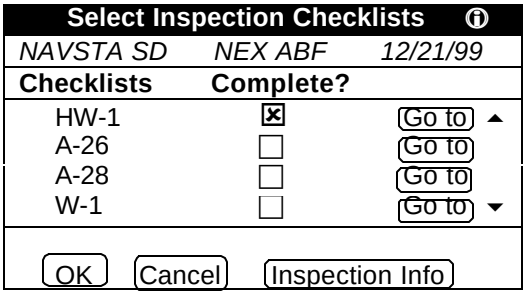


Notes:

1. Tables should be linked whenever possible to reduce table size. For example, if the user selects Naval Base Point Loma (NBPL) for the Base/Complex Field, only buildings located at NBPL should appear in the Building Number Field.
2. The inspection date should default to the current date on the palmtop. However, Inspectors should be allowed to change the date.
3. The Information Screen (ⓘ) should read "You must create a new Inspection for each building inspected."
4. After selecting "OK", a confirmation screen will displays the information chosen by the user. The user can either modify the inspection data or proceed to Screen #4 – Select Inspection Checklists

Screen #4 – Select Inspection Checklists

As was previously discussed, CNRSW's Compliance Inspection Program is organized by Base and Building Number, as shown in the Schedule of Compliance Inspections (see Appendix). Building information, including applicable Inspection Checklists, inspection frequency, permit numbers and POC information will be entered into ACE 4.0. These data will be uploaded onto the palmtop so that after the user creates a new inspection (Screen #1), a screen will appear listing the applicable checklists for that building. This screen will allow the user to access the inspection checklists and will indicate whether the checklists are complete.



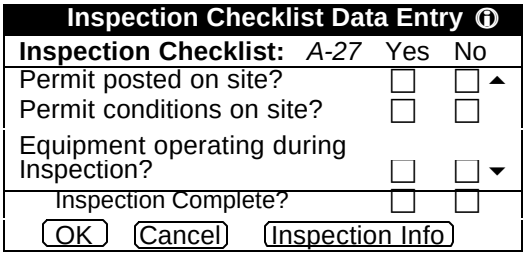
Notes:

1. The top line under the screen title bar should display the Base and Building being inspected, as well as the Inspection Date.
2. Because there may be up to 12 applicable checklists for a given building, the list of checklists must be scrollable.
3. The Complete field only displays data; it cannot be modified.
4. The "Go to" buttons are probably not necessary.
5. After selecting the "OK" button, a confirmation screen should appear asking the user if he/she has completed the inspection for the building. Selecting "Yes" returns the user to the Main Screen
6. Selecting the "Cancel" button should return the user to the Main Screen.
7. Selecting the "Inspection Info" button should provide a screen that displays the information provided by the user on Screen #1. ACE 4.0 has a similar function.
8. The Information Screen (ⓘ) should read "This screen displays the applicable checklists for the building selected and allows the user to access the checklists."

Screen #5 – Inspection Checklist Data Entry

Efficient design and function of the checklist data entry screen is essential since it will be the primary screen used to document inspections. The design of this screen presents a conflict. A number of palm programming references advise against designing screens that require excessive scrolling. However, presenting one question per screen will require more "taps" to navigate through, and will seem less like a paper checklist. Both types of screen are presented below.

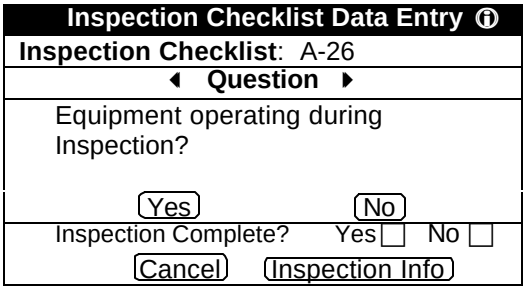
Option #1 –Scrollable Checklist



Notes:

1. Selecting a "No" response takes the user to Screen #6 – Deficiency Description.
2. Selecting a "Yes" response merely fills in the box.
3. When the Inspection Complete question is answered "Yes" the Complete checkbox on Screen #4 – Select Inspection Checklist automatically fills in. The purpose of this function is to allow the user to document that he/she has completed the checklist without requiring them to provide an answer for each question. This is because many inspectors only document deficiencies.
4. Selecting the "OK" button returns the user to Screen #4 – Select Inspection Checklist.
5. Selecting the "Cancel" button resets all of the answers to blank and returns the user to Screen #4 – Select Inspection Checklist. There should be a confirmation screen warning the user that his/her data will be lost by executing this command.
6. The screen becomes very crowded using this option. It is essential that questions be made as brief as possible.

Option #2 – Single Question Per Screen

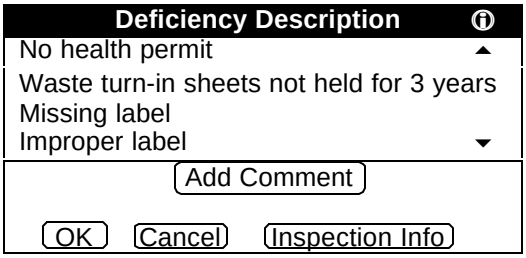


Notes:

1. Users navigate between "Previous" and "Next" questions using the "◂ **Question** ▸" function.
2. Selecting "Yes" should automatically advance the user to the next question.
3. Selecting a "No" response takes the user to Screen #6 – Deficiency Description.
4. When the Inspection Complete question is answered "Yes" the Complete checkbox on Screen #4 – Select Inspection Checklist automatically fills in. The user is then returned to Screen #4 – Select Inspection Checklist.

Screen #6 – Deficiency Description

The primary goal of developing a palmtop compliance tool is to reduce the data entry burden on Inspectors. A pick list of common deficiencies is an essential function of PalmACE. This is especially important given the difficulty of data entry on a palmtop. Data entry could be eliminated by programming a negative response for each question, i.e., responding "No" to "Permit conditions on site?" would automatically generate a deficiency description of "Permit conditions were not posted on site." However, "hard coding" a response for each question would be time consuming, and would require additional programming whenever questions were added or modified. Because some questions, and therefore deficiencies, are common to many checklists for a given media, a table of deficiency descriptions should be developed for each media area (Air, Hazardous Waste, Water).



Notes:

1. Because there are approximately 12 common deficiencies per media area, this list must be scrollable.
2. Users select a deficiency description. If they want to document additional information about the deficiency, they can append a comment to the end of a deficiency description by selecting the "Add Comment" button. The user can then enter a comment using the stylus or by keying. When finished, the user selects the "OK" button which returns to Screen #5 - Inspection Checklist Data Entry.
3. Selecting the "Cancel" button returns Screen #5 - Inspection Checklist Data Entry without recording any data.
4. The Information Screen (ⓘ) should read "Select a deficiency description. Select "Add Comment" to append a comment to the deficiency description. Select OK when finished."

APPENDIX

Naval Station
HMMD Permits

	Estno	Facility	Ename	Exp	Estr	Eown
1	H34663	NAVSTA	USN-DDDC/MARINE EQUIP SVCS	0531	BLDG 63 NAVSTA	UNITED STATES NAVY
2	H52016	NAVSTA	USN-NAVSTA/BRNCH DENTAL CLINIC	1130	BLDG 3230	UNITED STATES NAVY
3	H54414	NAVSTA	USN-NAVSTA-RSO	0430	BLDG 55	UNITED STATES NAVY
4	H80006	NMC-PWC	USN-MEDICAL CENTER PWC	0430	BOB WILSON DR	COMMANDING OFFICER/BOX 368113
5	H80007	NAVSTA	USN-NAVSTA/PWC GAS STATION	0430	BLDG 305	COMMANDING OFFICER/BOX 368113
6	H80027	FISC	USN-FISC	1231	BLDG 1 BROADWAY	FLEET & INDUSTRIAL SUPPLY CTR
7	H80434	MURPHY CANYON	USN-MURPHY CYN/NEX GAS STA	0731	SANTO RD	USN/NAVAL STATION
8	H80557	NAVSTA	USN-NS/BR MED CL	1130	BLDG 3300	USN/NAVAL STATION
9	H80628	MCAS-PWC	MCAS MIRAMAR/PWC STEAM PLANT	0430	BLDG 7212	COMMANDING OFFICER/BOX 368113
10	H80629	MCAS-PWC	MCAS MIRAMAR/PWC CODE 500&700	0430	BLDG 6317	COMMANDING OFFICER/BOX 368113
11	H80631	MCAS-PWC	MCAS MIRAMAR/PWC AIR PLANT	0430	BLDG 7219	COMMANDING OFFICER/BOX 368113
12	H80633	MCAS-FISC	USMC MIRAMAR/FISC HAZMIN CTR	0630	BLDG 209	FLEET & INDUSTRIAL SUPPLY CTR
13	H80637	NAVSTA	USN-NAVSTA/AUTO HOBBY SHOP	0831	BLDG 3234	USN/NAVAL STATION
14	H80640	NAVSTA	USN/NAVSTA/WATERFRONT OPS	0831	BLDG 3321/3343	USN/NAVAL STATION
15	H80641	NAVSTA	USN/NAVSTA/FIRST LT	0831	BLDG 78	USN/NAVAL STATION
16	H80642	ADM BKR FIELD	USN-NAVSTA/MWR GOLF COURSE MNT	0831	ADMIRAL BAKER FLD	USN/NAVAL STATION
17	H80643	NAVSTA	USN-NAVSTA/OILY WASTE RECOVERY	0831	BLDG 3321	USN/NAVAL STATION
18	H80645	NAVSTA	USN-NAVSTA/NCIS	0831	BLDG 74	USN/NAVAL STATION
19	H80646	NAVSTA	CONSOLIDATED DIVER UNIT (CDU)	0831	BLDG 3188 COMPLEX	USN/NAVAL STATION
20	H80647	NAVSTA	USN-NAVSTA/FTC COMPLEX	1031	BLDG 3291	USN/NAVAL STATION
21	H80649	NAVSTA	USN-NAVSTA/FTC BOILER SCH	0930	BLDG 76	US NAVY/USN NAVAL STATION
22	H80650	NAVSTA	USN-NAVSTA/BASE PERMIT & WASTE	0228	BLDG 56 NAVAL STAT	USN/NAVAL STATION
23	H80652	NAVSTA	USN-NAVSTA/NEX ANNEX	0831	BLDG 3156-28TH ST	USN/NAVAL STATION
24	H80653	NAVSTA	USN-NAVSTA/NEX GAS STATION	0930	BLDG 3341	USN/NAVAL STATION
25	H80654	NAVSTA	USN-NAVSTA/FISC REUSE.	1130	B-3499 COMPLEX	UNITED STATES NAVY
26	H80655	NAVSTA	USN-NAVSTA/SIMA MACH. SHOP	0930	BLDG 61	UNITED STATES NAVY
27	H80656	NAVSTA	USN-NAVSTA/SIMA-PMP./VLV./ELEC	0930	BLDG 3278	UNITED STATES NAVY
28	H80660	NAVSTA	USN-NAVSTA/(SIMA) ORD	0930	BLDG 3338	UNITED STATES NAVY
29	H80662	NAVSTA	USN-NAVSTA/SIMA- ENGINE SHOP	0930	BLDG 37	UNITED STATES NAVY
30	H80663	NAVSTA	USN-NAVSTA/SIMA-ANTENNA SHOP	0930	BLDG 3053	UNITED STATES NAVY
31	H80664	NAVSTA	USN-NAVSTA/SIMA-OIL & NDT LABS	0930	BLDG 130	UNITED STATES NAVY
32	H80665	NAVSTA	USN-NAVSTA/PWC WHARFBUILDERS	0430	BLDG 197	UNITED STATES NAVY
33	H80666	NAVSTA	USN-NAVSTA/PWC TRANSPORTATION	0430	BLDG 3509, 3510,3511	COMMANDING OFFICER/BOX 368113
34	H80667	NAVSTA	USN-NAVSTA/PWC PAINT SHOP	0430	BLDG 3224, 3225 COMP	COMMANDING OFFICER/BOX 368113
35	H80668	NAVSTA	USN-NAVSTA/SIMA-ALRS	0930	BLDG 20	UNITED STATES NAVY
36	H80669	NAVSTA	USN-NAVSTA/SIMA TRANSPORTATION	0930	BLDG 86	UNITED STATES NAVY
37	H80670	NAVSTA	USN-SIMA/SHEET MTL & CORRISION	0930	BLDG 123	UNITED STATES NAVY
38	H80675	NAVSTA	USN-NAVSTA/PWC UTILITY SHOP	0430	BLDG 297	COMMANDING OFFICER/BOX 368113
39	H80677	NAVSTA	USN-NAVSTA PWC COMPOUND	0430	BLDG 117	COMMANDING OFFICER/BOX 368113
40	H80918	MCAS-PWC	MCAS MIRAMAR/PWC CST (90 DAY)	0430	BLDG 6687	UNITED STATES NAVY
41	H80922	NAVSTA	USN-NAVSTA/NEX MAINT SHOP	1130	BLDG 99	USN/NAVAL STATION
42	H80927	NAVSTA	USN-NAVSTA/SIMA(COMBAT SYST)	0930	BLDG 3339	UNITED STATES NAVY

Note: These data should be entered into the new "Building" screen discussed in "Required Modifications to ACE 4.0."

Schedule of Compliance Inspections
SIMA SAN DIEGO

8-Oct-99

Activity/ Building #	Inspection Checklists	Scheduled Frequency	Operation / Shop	Permit #	Contact	Phone No
Sima 61	HW-1, A-37, A-28 HW-12, W-2	Monthly	Machine, Optical, Print Shop (31A) (37A) (35A)	H80655, 006248 SWPPP	Mike Maloney MR2 Roehers	556-2915 556-5493
Sima 3278	HW-1, A-15, A-91 W-2, HW-15	Monthly	Pump, Valve, Electrical Shop (51A) (51B) Asbestos downdraft, burn, bake dry oven	H80656, 005687 921184, SWPPP	Mike Maloney	556-2915
Sima 3418	HW-1, A-28, A-49 W-2	Monthly	(8) shops Turbine, Pipe, Weld Shop, ABC A/C&R & shipfitter	H80658, 005688 602903, 607412 007613, SWPPP	Mike Maloney GMS1 Navarro	556-2915 556-2886
Sima 3338	HW-1, A-27, A-36 W-2	Monthly	Ord., Flex Hose, Riging, Sail & Lagging Shop	H81005, H81006 H81007, H80660 880723, 005686 970353, SWPPP	Mike Maloney Lagging, MM2 Forney SailLft/PO Thourpe	556-2915 556-5181 556-3034
Sima 37	HW-1, A-28 W-2, HW-3, W-5	Monthly	Engine Shop	H80662, 607315, 614085, SWPPP	Mike Maloney En1 Decker	556-2915 556-2955
Sima 3053	HW-1, A-27, A-28 W-2, A-27U	Monthly	Antenna Shop	H80663, 007163 SWPPP	Mike Maloney ET2 Chapman	556-2915 556-2987
Sima 130	HW-1, W-5	Monthly	Oil Lab & NDT Photo Lab	H80664	Mike Maloney	556-2915
Sima 20	HW-1, A-28 W-2	Monthly	Outside Equip Maint/Launch Recovery	H81058, H80668 602924, SWPPP	Mike Maloney MM2 Sallis	556-2915 556-2893
Sima 3554	HW-1, W-5, W-2	Monthly	HazWaste Collection Site	H81008, SWPPP	Mike Maloney DC2 Quick	556-2915 556-0695
Sima 86 3222	HW-1, W-5, A-28 W-2	Monthly	Transportation Shop & Tool Issue	H80669, SWPPP	Mike Maloney CMCA J. King	556-2915 556-2983
Sima 123	HW-1, A-37, A-01X3 W-2	Monthly	Sheet Metal, Corrosion Shop	H80670, H80653, 880724, 890036, 890037, SWPPP 940301, 940175	Mike Maloney	556-2915
Sima 3339	HW-1, A-28, W-2	Monthly	Combat Systems (SLQ32)	H80927, SWPPP	Mike Maloney EW2 Travis	556-2915 556-2126
Sima 17	HW-1, HW-5, A-27U	Monthly	Life Raft Shop	H80928	Mike Maloney BM2 Lahanier	556-2915 556-2957
Sima 126	HW-1, A-01, A-28 W-2	Monthly	Outside Machine Shop	H81056, 607316, SWPPP	Mike Maloney	556-2915
Sima 36	HW-1, W-2, W-4	Monthly	Technical Library	H81057	Mike Maloney MM3 Omo	556-2915 556-2131
Sima 62	W-2, W-4	Qtrly	(Coast Guard) ?	SWPPP	Mike Maloney	556-2915
Sima 245	W-2, W-4	Qtrly	Vacant	SWPPP	Mike Maloney	556-2915

Note: These data should be entered into the new "Building" screen discussed in "Required Modifications to ACE 4.0." A field for permit expiration date should also be included.

SCHEDULE OF COMPLIANCE INSPECTIONS
SIMA SAN DIEGO

05-Aug-99

Regulatory Inspections

RS=reskd insp.

ACTIVITY/BLDG #	INSPECTION	SCHEDULE	PERMITS	OPERATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
SIMA 61	HW1, A37, A28,	Monthly	H80655, 006248	MACHINE/OPTICAL/PRINT SHOPS	25	24	25	20	6D	7	2					
	HW12, W2		SWPPP		RS	1	25	20	6	7	2	13				
SIMA 3278	HW1, A15, A91, W2,	Monthly	005687, 921184	PUMP/VALVE/ELECTRICAL SHOP	20	25	23	RS	10D	8		2				
	HW15		H80656,SWPPP	ASBESTOS DOWNDRFT/BURN/BAKE	RS	8	23	RS	10	8		2				
SIMA 3418	HW1, A28, A49	Monthly	H80658, 005688, 007613	(8) SHOPS TURBINE, PIPE, WELD	28	24	RS	RS	12	10	28	10D				
	W2		602903, 607412, SWPPP	ABC/AC&R & SHIPFITTER	RS	24	RS	RS	12	10		10				
SIMA 3338	HW1, A27, A36, W2	Monthly	H81005, H81006, H80660	ORD,FLEX HOSE, RIGNG, SAIL LOFT	RS	2	22	RS	14	18	2	13				
			970353, H81007, SWPPP	LAGGING SHOP	RS	2	22	RS	14	18	2					
			880723, 005686		RS	2	22	RS	14	8D	2					
SIMA 37	HW1, A28, HW3, W5,	Monthly	H80662, 607315	ENGINE SHOP	27	24	31	20	13	7	26	4				
	W2		614085, SWPPP		RS	8	31	20	13	7	26	4				
SIMA 3053	HW1, A27, A28, W2	Monthly	H80663, 007163, SWPPP	ANTENNA REPAIR SHOP	RS	8	26	RS	RS	8D	9	13				
	A27U				RS	8	26	RS	RS	10	9	13				
SIMA 130	HW1, W5	Monthly	H80664	OIL LAB, NDT PHOTO LAB	26	1	22	20	11	4	27	2				
SIMA 20	HW1, A28, W2	Monthly	H81058, H80668,	OUTSIDE EQUIP. MAINT/LAUNCH	RS	2	RS	29	10	17	27	5				
			602924,SWPPP	AND RECOVERY	RS	2	RS	RS	10	17	26	5				
SIMA 3554	HW1, W5, W2	Monthly	H81008,SWPPP	HAZWASTE COLLECTION SITE	RS	4	24	28D	21	RS	9/22	6				
SIMA 86,3222	HW1, W5, A28, W2	Monthly	H80669,SWPPP	TRANSPORTATION & TOOL ISSUE	RS	2	RS	28	21	RS	9/22	6				
SIMA 123	HW1, A28, A01, W2	Monthly	H80670, 890036, 890037	SHEET METAL, CORROSION SHOP	RS	8	24	29	12	7D	23D	13				
			940301, 940175, SWPPP		RS	RS	24	29	12	18	23	13				
SIMA 3339	HW1, A28, W2	Monthly	H80927, SWPPP	COMBAT SYSTEMS (SLQ32)	27	10	RS	RS	11	10	28	2				
SIMA 17	HW1, HW5, A27U	Monthly	H80928	LIFE RAFT SHOP	21	8	17	29	13	15	2	4				
SIMA 126	HW1, AO1, A28	Monthly	H81056, 607316, SWPPP	OUTSIDE MACHINE SHOP	RS	2	RS	29D	12	4/17D	28	12				
SIMA 36	HW1, W2, W4	Monthly	H81057	TECHNICAL LIBRARY	28	4	RS	RS	20	RS	26	4				
SIMA 62	W2, W4	Qtrly	SWPPP	COAST GUARD?	27	RS	RS	RS	13	7	20	6				
SIMA 245	W2,W4	Qtrly	SWPPP	VACANT	RS	2	RS	RS	RS	15	RS	12				

Note: A report to display these data should be created in ACE 4.0.

ENVIRONMENTAL COMPLIANCE DEPARTMENT
NAVAL BASE POINT LOMA
140 Sylvestor Road, Bldg. 140
Phone (619) 553-8566
Fax (619) 553-8657

DEFICIENCY NOTICE

Date: _____

Name: _____ **Phone:** _____

Location of Inspection: _____

You are hereby notified of the following violation(s):

☐ **San Diego Air Pollution Control District Rules and Regulation, Rule(s)**

_____

☐ **CCR Title 22 Div 4.5**

_____

☐ **Clean Water Act**

_____

☐ **Other**

_____

Please be advised, corrective action must be taken to comply.

Specifically, you are required to:

_____

_____

_____

_____

_____ **Due Date** _____

You must advise the Environmental Office of action taken to correct the violation within 10 working days. When compliance has been achieved, please call the undersigned at the number below or the Environmental Office at (619) 553-8566 and submit written documentation establishing compliance with the rules.

Served to _____ **Title** _____

Signature _____ **Date** _____

Inspector _____ **Phone Number** _____

Note: A report to display these data should be created in ACE 4.0.

Predefined Deficiencies from the Matrix Compliance Inspection Database

Hazardous Waste Checklist Deficiencies

Deficiency Description	Deficiency Class (Type)
No Health Permit	C
Waste Turn-In Sheets Not Held For 3 Years	C
Waste Over 90 Days	C
Missing Label	C
Improper Label	C
Open Container	B
Incompatible Storage Of Waste	B
Waste Container Not Grounded	B
Waste Container Not Properly Managed	B
Unauthorized Disposal Of Waste	B
Storage Area Not Inspected Weekly	C
ASTs Not Inspected Daily	C
No Spill Response Equipment	B
Secondary Containment Not Kept Dry	B
Training Records Not Available	C

Air Checklist Deficiencies

Deficiency Description	Deficiency Class (Type)
Permit Not Posted	C
Permit Conditions Not On Site	C
Permit Conditions Not Complied With	C
Permit Expired	C
Serial Numbers Don't Match	C
System Leaks	B
Excessive Visible Emissions	A
Doors And Covers In Poor Shape	B
Fuel Use Records Not Available	C
Logs Not Available	C
Equipment Does Not Match Permit	C
Equipment Not Operating	C

Water Checklist Deficiencies

Deficiency Description	Deficiency Class (Type)
Health Permit Not Obtained	C
Repair/Modify Permit Not Obtained	C
Closure Permit Not Obtained	C
Maintenance Records Incomplete	C
Monitoring Records Not Complete	C
Calibration Records Not Complete	C
Drop Tube > 6 Inches	C
Business Plan Not Up To Date	C
Training Records Not Complete	C
Annual Integrity Tests Not Completed	B

Deficiency Description	Deficiency Class (Type)
Monitoring Requirements Not Being Met	C
Annual Tests Not Conducted	C
Quarterly Tests Not Conducted	B
Monitoring System Not Functional	B
Written Response Plan Not Current	C
Spill/Overfill Equipment Not Maintained	B
Manuals Not Available	C